

**TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
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**Selectmen's Work Session**

**Final Minutes**

**Friday, April 28, 2023**

**9:30am – Tuftonboro Town Offices**

Present: Chairman Pike, Selectman Albee, Selectman Murray, Cathy Pounder, and Administrative Secretary Cami Wakefield

**APPOINTMENTS – 9:00am – Personnel Policy**

- Selectmen met to work on re-writing the Personnel Policy.
- Add new changes to the front page.
- Preface page 4<sup>th</sup> paragraph should be bold print.
- Page 1, Introduction to the Manual, section 1.b Definitions – add to i.e., \*Full Time Salaried department heads includes, police, and fire. \* Elected Administration officials including Town Clerk, Tax Collector, Selectmen, and future Transfer Station Supervisor.
- Page 4 section 3 – 3.a. – Employment at Will – Selectmen asked Admin Sec to ask attorney for a definition of “at will employee”. Follow up at the next work session TBD.
- Page 8 section 3.e. Code of Ethics – selectmen will have the administrative assistant look into this.
- Page 9 section 3.h. second paragraph add after ‘lockers’: electronic devices.
- Page 10 section 3.j. last paragraph – remove ‘email system’ and replace with IT communication system.
- Page 11 section 3.m. remove the word ‘illegal’ from the whole page.
- Page 12 section 4.c.end paragraph after the first sentence. Move the rest of the paragraph to form 4.e.
- Capitalize BOS throughout the policy.
- Page 14 section 4.e add - Selectmen reserve the right to install time keeping devices in any or all departments.
- Page 14 section 4.g. remove the first sentence in paragraph two and replace with Full time non salaried employees shall qualify for overtime pay as follows:
- Page 16 section 4.n. remove ‘of \$2 in third sentence and add ‘as determined by BOS to the end of the third sentence.
- Page 17 section 5, change the word ‘probation’ to ‘probationary’ throughout the page. Section 5.b. remove paragraph four.
- Page 18 section 5. c. Selectman Murray made a motion to remove ‘sick time’ from the paragraph, Selectman Albee seconded, motion carried 3-0. Selectman Murray made a motion to remove ‘personal time’ from the paragraph, Selectman Albee seconded, motion carried 3-0. Chairman Pike made a motion to implement this policy as soon as this policy ad been completed and approved, Selectman Albee seconded, motion carried. 3-0.
- Page 19 section 6.a. replace Full-time employees with Full-time hourly and Full-time salaries. Selectman Murray made a motion that longevity pay be eliminated for elected officials, Chairman Albee seconded, motion carried 2-1, Chairman Pike abstained.
- Page 19 add Juneteenth to the holiday schedule.
- Page 20 section 6.b. remove **NOTE:** and add the following paragraph: Salaried employees will not receive Holiday pay as a rule. If a salaried employee is forced by circumstances beyond their control to work on a holiday that individual will be paid at an hourly rate based on the rate approved by the legislative body.
- Page 20 section 6.c. change Full-time employees to Full-time hourly and Full-time salaried employees.
- Page 20 section 6.c. Selectman Albee made a motion to eliminate the second paragraph and add ‘Any employee or elected official may purchase Town medical or dental insurance on their own, Chairman Pike seconded, motion carried 3-0.

- Page 21 section 6.d. Selectman Murray made a motion to remove the last sentence, Selectman Albee seconded, motion carried 3-0.
- Page 23 section 6.j. Compensation and Benefits – remove the last three sentences from that paragraph.

### **ADJOURNMENT**

At approximately 12:15pm, Selectman Albee made a motion to adjourn. Chairman Pike seconded, motion carried 3-0.

Respectfully submitted,  
Cami Wakefield  
Administrative Secretary